



OVW

Technical Assistance Program Fiscal Year 2005 Solicitation

**GMS REGISTRATION
DEADLINE:
November 30, 2004**

**APPLICATION DEADLINE:
December 14, 2004**

U.S. Department of Justice
Office on Violence Against Women
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Technical Assistance Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW Technical Assistance Program

OVW's Technical Assistance Program (TA Program) provides OVW grantees and others in the field with the training, expertise, and problem-solving strategies they need to meet the challenges of addressing domestic violence, sexual assault, dating violence, and stalking. OVW's technical assistance providers (TA Providers) offer educational opportunities, conferences, peer-to-peer consultations, site visits, and tailored assistance that allows OVW grantees and others to learn from experts and one another about how to effectively respond to crimes of violence against women.

In shaping its technical assistance program, OVW has actively solicited input from its grantees to ensure that efforts are responsive to the needs and concerns of local communities. As part of its commitment to continuous improvement, OVW seeks feedback on a regular basis from its grant recipients so that the technical assistance can be enhanced and refined as necessary to meet the needs of communities.

The primary purpose of the OVW TA Program is to provide direct assistance to grantees and subgrantees to enhance the success of local projects they are implementing with VAWA grant funds. In addition, OVW is focused on building the capacity of criminal justice and victim services organizations to respond effectively to sexual assault, domestic violence, dating violence, and stalking and to foster partnerships between organizations that have not traditionally worked together to address violence against women, such as faith- and community- based organizations.

Technical assistance projects are developed as collaborative efforts between non-profit, non-governmental victim services or advocacy organizations and criminal justice or judicial organizations and/or other agencies. Projects are designed to reach a range of grantees, bringing victim advocates and criminal justice professionals together in ways that challenge them to consider different perspectives and more effective solutions to the complex problems they confront. Grantees of all OVW grant programs are provided the opportunity to obtain technical assistance suited to their needs.

Availability of Funds

The ability of OVW to make awards under the Technical Assistance Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds across all OVW programs.

Award Period

Cooperative agreements to provide technical assistance will be made to successful applicants for 24 month periods in Fiscal Year 2005.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Cooperative agreements may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work with applicants prior to granting an award. All applications will be subject to peer review and internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to be considered for funding.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) December 14, 2004, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS).** Applicants should register online with GMS **by November 30, 2004**. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy must be sent to Aspen Systems Corporation via overnight delivery not later than **December 14, 2004**. Applicants should retain proof of timely submission.

Please refer to the "How to Apply" section on page 24 of this solicitation for further instructions.

Program Eligibility

Eligible applicants are public or private, nonprofit victim services and advocacy organizations, national criminal justice organizations, judicial organizations, faith-based and/or community-based organizations or other agencies with domestic violence, sexual assault, and/or stalking expertise in the technical assistance categories or subcategories described in this solicitation.

Types of Applicants

OVW will accept applications to provide technical assistance from new applicants and current grantees.

New applicants are entities that are not currently receiving funds from OVW to provide technical assistance. **Current grantees** are those agencies and organizations currently receiving OVW funds to provide technical assistance.

Program Scope

Funds for the OVW TA Program are derived from the Violence Against Women Act's STOP formula and discretionary grant programs. OVW will fund an array of technical assistance projects to support the activities of its grantees and to forge strong partnerships among organizations that come together to address domestic violence, sexual assault, dating violence, or stalking. In making its technical assistance awards, OVW enters into cooperative agreements with successful applicants. Applicants should understand that entering into a cooperative agreement requires a higher level of involvement and interaction with the Federal government and OVW than receipt of a typical grant award.

Technical assistance projects supported by OVW must:

- I. **Outline a national or regional scope of work.** Applicants limiting technical assistance to a specific region(s) of the country must detail why a regional approach is preferable to the development of a national initiative;
- II. **Be developed as collaborative efforts** with nonprofit, nongovernmental victim services and advocacy organizations, including faith- and community-based organizations, and police or judicial, prosecutorial, or other criminal justice organizations. Partnerships should be based on formal collaborations that recognize the distinct roles and responsibilities of each participating agency or entity. Each applicant is required to submit a Memorandum of Understanding (MOU) to OVW signed by authorizing officials of all partner organizations (see details on page 21);
- III. **Reach a range of grant recipients**, bringing victim service providers and/or criminal justice professionals together in ways that challenge them to consider different perspectives and more effective solutions to the complex problems they confront;
- IV. **Reflect an understanding** of the positive, systemic, social, and cultural changes that are needed to end violence against women;
- V. **Incorporate or reflect the experiences of survivors and victim advocates;** and
- VI. **Include strategies for creating and implementing culturally appropriate responses** that enhance victim safety and offender accountability.

OVW encourages applicants to design educational initiatives that are interactive and that seek to change values and attitudes that have traditionally prevented victim advocates, criminal justice professionals and others from working effectively together to respond to sexual assault, domestic violence, dating violence, and stalking. Applicants proposing education programs (e.g., workshops, conferences, symposia) should discuss in detail the adult education methods they will use to promote new insight,

knowledge, skills, and abilities. OVW encourages technical assistance strategies that include, but are not limited to, the following:

- Development and dissemination of state-of-the art resource materials;
- Partnership- and team-building opportunities for victim advocates and criminal justice professionals;
- Efforts that educate the intended audience about culturally appropriate responses that enhance the safety of women of all populations;
- Computer and Internet-facilitated training (e.g. online distance or e- learning);
- Conference-calls, institutes, and/or conferences to share the development and implementation of promising practices and model policies and protocols;
- Small, topic-specific workshops and other interactive educational opportunities;
- Invitational meetings to discuss complex issues;
- Peer-to-peer consultations and mentoring programs;
- Onsite consultations to share promising practices; and
- Community-based workshops to address violence against women.

OVW supports two types of technical assistance projects: comprehensive and targeted.

Applicants should indicate whether they are interested in providing comprehensive or targeted technical assistance as described below.

Comprehensive Technical Assistance

Comprehensive providers must offer technical assistance to **all** of the grant recipients in a particular grant program and address all of the statutory purpose areas for the program to which they provide technical assistance. Entities that wish to apply as comprehensive technical assistance providers must demonstrate their capacity to reach the full number and variety of grantees in the program for which they are applying to provide technical assistance, and to address the full spectrum of purpose areas in the program.

Targeted Technical Assistance

Targeted technical assistance providers address the technical assistance needs of a particular group of professionals (e.g., state coalition employees, law enforcement

officers, prosecutors, victim advocates, the judiciary, or the clergy); and/or they offer substantive expertise on issues of special interest to the field or to OVW.

Comprehensive Technical Assistance

In Fiscal Year 2005, OVW is seeking applications to provide comprehensive technical assistance for the following grant programs:

- **STOP Formula Grants Program;**
- **State Coalitions Program;**
- **Tribal Coalitions Grants;**
- **Rural Domestic Violence and Child Victimization Enforcement Grants;**
- **Grants to Reduce Violent Crimes Against Women on Campus;**
- **Safe Havens: Supervised Visitation and Safe Exchange Grant Program; and**
- **Legal Assistance for Victims.**

Providing comprehensive technical assistance includes, but is not limited to:

- Maintaining a current database of grantee contacts;
- Developing and maintaining Web-based information for grantees to include training announcements, promising practice summaries, and other information of interest to grantees;
- Convening national and/or regional training events;
- Assisting grantees through on-site consultations, email, by telephone, and/or through audio and/or video conferences.
- Developing training materials for grantees;
- Responding to requests for problem-solving from grantees;
- Providing technical assistance on the full range of statutory and programmatic requirements grantees must meet;
- Facilitating peer-to-peer mentoring; and

- Facilitating access to other sources of specialized technical assistance available through other OVW technical assistance providers.

Comprehensive Technical Assistance

In Fiscal Year 2005, OVW will accept applications to provide comprehensive technical assistance to grantees supported through each of the grant programs described in detail below:

Comprehensive Technical Assistance for the STOP (Services, Training, Officers, and Prosecutors) Formula Grants Program (STOP)

STOP formula grants are awarded to states to develop and strengthen the criminal justice system's response to violence against women and to support and enhance services for victims. Grantees and subgrantees are encouraged to address violence against women through law enforcement, court-based, and prosecution strategies and to develop and enhance services for victims.

In FY 2005, OVW will fund a comprehensive technical assistance project to meet the needs of STOP grantees within the parameters of the STOP statutory purpose areas.

Comprehensive Technical Assistance for the State Coalitions Program (State Coalitions)

The State Coalitions Program is designed to provide financial assistance to statewide nonprofit domestic violence and sexual assault coalitions to support the coordination of state victim services activities, as well as collaboration and coordination with federal, state, and local entities engaged in responding to violence against women. In FY 2005, OVW will support a comprehensive technical assistance project which includes:

- Providing technical assistance to coalition member agencies;
- Expanding the technological capacity of coalitions and/or member programs;
- Developing or enhancing appropriate standards of services for member programs, including culturally appropriate services to underserved populations;
- Conducting statewide, regional and/or community-based meetings or workshops for victim advocates, survivors, legal service providers, and criminal justice representatives;
- Bringing local programs together to identify gaps in services and to coordinate activities;
- Increasing the representation of underserved populations in coordination activities, including providing financial assistance to underserved communities to participate in planning meetings, task forces, committees, etc;

- Engaging in activities that promote coalition building at the local and/or state level;
- Coordinating federal, state and/or local law enforcement agencies to develop or enhance strategies to address identified problems; and
- Engaging in advocacy efforts with community organizations to effect policy and/or procedural change to improve the community's responses to domestic violence and sexual assault.
- Increasing the collaboration with faith- and community-based organizations by state coalitions particularly those serving minorities and the urban and rural economically disadvantaged.

Comprehensive Technical Assistance for the Tribal Coalitions Grants (Tribal Coalitions)

The Tribal Coalitions Program is designed to support the development and operation of new and existing nonprofit, nongovernmental tribal domestic violence and sexual assault coalitions in Indian country. The leadership and expertise of Indian nonprofit, nongovernmental victim services organizations and programs must be evident in the development and implementation of tribal coalitions funded under the program. In 2005, OVW will support a comprehensive technical assistance project which includes:

- Providing technical assistance to coalition members, programs, organizations, and service providers;
- Expanding the capacity of coalitions;
- Developing or enhancing appropriate standards of services for domestic violence or sexual assault service providers;
- Conducting statewide, regional and/or tribally-based meetings or workshops for tribal victim advocates, survivors, community members, legal services staff, health care professionals, the faith community, and criminal justice representatives;
- Bringing local tribal programs together to identify gaps in domestic violence or sexual assault services and to coordinate activities;
- Coordinating and presenting public awareness or community education programs (including education for youth) to increase understanding of domestic violence and/or sexual assault; and

- Engaging in systems advocacy with community organizations to effect policy and/or procedural change to improve the community's responses to domestic violence and sexual assault.

Comprehensive Technical Assistance for the Rural Domestic Violence and Child Abuse Enforcement Grants (Rural)

The Rural program is designed to enhance services available to rural victims and children by encouraging community involvement in developing a coordinated response to domestic violence, dating violence, and child abuse. A state is considered rural if it has a population of 52 or fewer persons per square mile or the largest county has less than 150,000 people.

In FY 2005, OVW will support a comprehensive technical assistance project dedicated to serving approximately 150 grantees of the Rural Program. Applicants should describe in detail how the technical assistance they propose to provide would help grantees overcome obstacles to creating coordinated community responses in rural areas for victims of domestic violence, dating violence and child abuse that involve non-profit victim advocacy agencies, health care, social service, and criminal justice systems and others. Additionally, applicants should utilize innovative approaches to improve the ability of geographically isolated rural jurisdictions to participate fully in the proposed technical assistance. Such strategies include working with faith- and community-based organizations.

Issues the comprehensive technical assistance provider for the Rural Program should be prepared to address include:

- Developing and implementing policies, protocols, and services to identify and intervene early in domestic violence, dating violence, and child abuse cases;
- Developing and implementing faith- and community-based prevention efforts addressing domestic violence, dating violence, and child abuse;
- Identifying strategies for enhancing victim safety and enhancing victim access to crisis and long term services;
- Enhancing the investigation and prosecution of domestic violence, dating violence, and child abuse cases;
- Developing and implementing creative and comprehensive strategies, utilizing faith- and community-based organizations, for enhancing community understanding of domestic violence, dating violence, and child abuse by drawing on the unique characteristics and resources of rural jurisdictions;
- Addressing the intersection between domestic violence and child abuse;

- Developing community awareness, education, and prevention campaigns and strategies that include faith- and community-based organizations; and
- Developing culturally appropriate, accessible services that address the needs of rural immigrants who are victims, including consideration of the role of faith- and community-based organizations providing services to rural underserved populations.

Comprehensive Technical Assistance for the Grants to Reduce Violent Crimes Against Women on Campus (Campus)

The Campus Program is designed to strengthen the higher education community's response to sexual assault, stalking, domestic violence, and dating violence crimes on campuses, and to enhance collaboration between campuses and local criminal justice and victim services and advocacy organizations. In FY 2005, OVW will fund a comprehensive technical assistance project that reflects an understanding of the unique environment in which college and university women live and work and should demonstrate how it will help schools address the social norms that underlie violence against women.

Applicants should address how they intend to build the capacity of grantees to achieve the following:

- Establishing and expanding campus-based victim services and increasing collaboration with faith- and community-based agencies to serve the needs of student victims;
- Developing and implementing policies, protocols, and strategies to promote the early identification, intervention, and prevention of violence against women on campus;
- Strengthening comprehensive, campus-based advocacy programs offering services to victims, including shelter and follow-up services;
- Educating providers about victim safety, confidentiality, and privacy issues;
- Developing education programs and prevention strategies targeting the entire campus community, including faculty, staff and students;
- Establishing mandatory prevention and education programs about violence against women for all incoming students, working collaboratively with campus-, faith- and community-based victim services and advocacy organizations;
- Developing programs for underserved populations on campus;

- Establishing training programs for campus disciplinary boards to improve their responses to violence against women;
- Establishing mandatory training for campus police to respond effectively to sexual assault, domestic violence, and stalking and to hold perpetrators accountable for their acts;
- Establishing training programs for college and university counseling staff, including chaplains, on responding to violence against women;
- Establishing stalking prevention programs, including cyber-stalking prevention;
- Increasing collaboration among campus-based groups and local criminal justice or civil legal agencies, and community-based victim services and advocacy programs;
- Strengthening sexual assault programs, including strategies to address drug-facilitated sexual assault and to establish campus-based sexual assault nurse examiner (SANE) programs;
- Developing, installing, or expanding data collection and communication systems, including computerized systems linking campus security to local law enforcement to facilitate the identification and tracking of arrests, protection orders, violations of protection orders, prosecutions, and convictions;
- Establishing and support statewide consortia of institutions of higher education working together to address violence against women on campuses; and
- Assisting victims in immigration matters by using the legal remedies established by the Violence Against Women Act to enhance their safety.

Comprehensive Technical Assistance for the Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Supervised Visitation)

The Supervised Visitation Program is designed to develop and support supervised visitation and safe exchange of children between parents in situations involving domestic violence, child abuse, sexual assault or stalking. The program requires partnerships between nonprofit, nongovernmental victim advocacy organizations, courts and supervision centers.

In FY 2005, OVW will fund a comprehensive technical assistance project to support Supervised Visitation program grantees in their efforts to increase the number of supervised visitation centers available to custodial and non-custodial parents; enhance the quality of services in centers; and, increase the centers' ability to assist victims of domestic violence, child abuse, sexual assault, or stalking.

A comprehensive technical assistance initiative should address the following:

- Enhancing centers' capacity to serve families impacted by domestic violence, child abuse, sexual assault, or stalking;
- Assisting centers to conduct safety audits and address security issues;
- Training visitation center staff on the impact of domestic violence on children;
- Educating center staff, judges, child advocates, lawyers and additional collaborative partners about the impact domestic violence has on custody, visitation, and the safety of victims and their children;
- Developing and implementing policies, protocols and services for the provision of supervised visitation and exchange in cases involving domestic violence, child abuse, sexual assault and stalking;
- Increasing the safety of victims and their access to services;
- Addressing the intersection between domestic violence and child maltreatment;
- Developing and maintaining collaboration among nonprofit, non-governmental victim advocacy groups, faith- and community-based organizations, law enforcement, child advocacy groups and judicial agencies;
- Providing safe and effective therapeutic visitation services;
- Developing and implementing parent education programs related to domestic violence, child abuse, and the impact of family violence on children;
- Monitoring and evaluating project progress;
- Creating standardized policies on supervised visitation within the judicial system;
- Increasing the ability of supervised visitations centers to assist under-served populations;
- Understanding the unique needs of service provision in rural and tribal communities, and using this knowledge to support efforts to establish effective supervised visitation centers in these areas;
- Assisting in the development of implementation plans for planning grantess;
- Developing measures of effectiveness and data collection tools for grantees; and

- Additional program support (i.e. maintaining current databases of grantees, developing and/or maintaining a listserv, creating and maintaining a website).

Comprehensive Technical Assistance for the Legal Assistance for Victims Grant Program (LAV)

The LAV Program is intended to increase the availability of legal assistance necessary to provide effective aid to victims of domestic violence, stalking, and sexual assault who seek relief in legal matters that arise as a consequence of that abuse or violence. All direct legal services organizations applying for funding through this program are required to collaborate formally with domestic violence and/or sexual assault victim advocacy groups from the community served to develop and implement a legal assistance program for victims. Five percent of the funding for this program is set aside for grants to programs that assist victims of domestic violence, sexual assault, and stalking on lands within the jurisdiction of an Indian tribe.

Eligible applicants include private non-profit organizations, including faith- and community-based organizations; Indian tribal governments; and publicly funded organizations not acting in a governmental capacity, such as law schools.

In FY 2005, OVW will support a comprehensive technical assistance project to assist LAV grantees with developing legal assistance programs designed specifically to increase the safety and economic autonomy of victims by addressing the array of legal issues connected to domestic violence, sexual assault and stalking. Applicants interested in providing technical assistance must outline how they propose to:

- Train attorneys supported through the LAV grants on civil litigation skills;
- Establish or strengthen projects focused on providing a broad range of civil legal assistance to victims of sexual assault;
- Establish or strengthen programs, including faith- and community-based programs, that provide civil legal assistance to victims of domestic violence, stalking, and sexual assault on lands within the jurisdiction of an Indian tribe;
- Establish or strengthen projects that meet the full range of civil legal assistance needs of immigrant victims of domestic violence, sexual assault, and stalking;
- Help grantees develop accessible, appropriate civil legal assistance for victims in underserved communities, e.g. victims associated with religious organizations; victims from ethnic or racial minorities; victims confronting language barriers and/or heightened vulnerability due to immigration status; older victims; victims abused by same-sex partners; and victims contending with disabilities.
- Applicants that intend to provide technical assistance to LAV grantees should demonstrate extensive knowledge and experience with the following issues:

- The civil legal assistance and victim advocacy needs of sexual assault victims;
- The full range of legal remedies and assistance available to immigrant victims, including but not limited to those available through VAWA and VAWA 2000;
- The diverse cultural, legal, religious, and linguistic issues immigrant victims encounter;
- The complex jurisdictional issues faced by victims in Indian country;
- Establishing culturally competent services for victims of domestic violence, sexual assault, and stalking within the jurisdiction of an Indian tribe; and
- The diversity across various tribes with respect to legal, cultural, and jurisdictional issues.

Targeted Technical Assistance

Areas of Targeted Technical Assistance

In Fiscal Year 2005, all applications that fall within the scope of the Targeted Technical Assistance Program will be accepted for peer review but OVW is particularly interested in receiving applications to provide targeted technical assistance in the following areas:

- Technical assistance to States, local communities, including underserved communities, and/or agencies, including faith-based and community-based organizations, to address grants management, acquisition of resources, sustainability, effective partnerships, and strategic planning;
- Extensive training and technical assistance tailored to the specific requests of States and localities as well as law enforcement, prosecution, and victim services agencies to address the crime of stalking;
- Education and training for prosecutors and law enforcement officers assigned to domestic violence, stalking, and sexual assault cases;
- Technical assistance that focuses on the specific cultural, religious, linguistic, social and legal issues that affect migrant and immigrant women who are victims of domestic violence, stalking, and sexual assault;
- Technical assistance to modernize and improve technology used to respond to domestic violence victims with emphasis on meeting the needs of victims with disabilities and improving effectiveness, safety, and security.

- Establishing violence against women prevention and education programs for college students in collaboration with faith- and community-based organizations with particular emphasis on reaching out to collegiate athletes.
- Education and training of civil attorneys and law students on the representation of victims of domestic violence, sexual assault, and stalking;
- Training and technical assistance that focuses on the interaction of domestic violence and offender re-entry to include education for State and federal judges;
- Technical assistance to facilitate the development of tribal specific coordinated community responses to sexual assault of Indian women, to include developing and providing culturally appropriate training for tribal justice personnel, including tribal law enforcement, prosecution, and the judiciary; federal law enforcement, forensic nurse examiners, and healthcare professionals;
- Technical assistance to address the needs of underserved populations seeking access to supervised visitation centers;
- The development of a benchcard for judges which addresses best practice in supervised visitation and custody matters;
- Technical assistance to enhance the quality of legal assistance provided to victims of domestic violence, sexual assault, and stalking in Indian Country;
- Education and training for tribal court judges, law enforcement officers, tribal leaders, and prosecutors;
- Technical assistance to address the unique needs of tribes and Native Villages in Alaska; and

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying all OVW grant programs. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that may compromise victim safety.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will**

not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed. Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether eligibility criteria are met (see page 3);
- Whether the proposed activities are within the scope of the program (see page 4);
- Whether the application proposes significant activities that may compromise victim safety (see page 15);
- Whether the proposed budget is within the established limits (see page 20).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities (see page 18 for further details on criteria for this review).

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will take place to determine the need for the project and whether it is a priority to the field or OVW. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be considered for funding.

Application Content

Applicants must complete each of the following sections as part of their proposals. **Applicants will not be contacted for missing sections or incomplete information. OVW may remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be considered for funding. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applicants must use the following page format requirements:

- Double spaced
- 8 ½ x 11 inch paper
- One inch margins
- Type no smaller than 12 point, Times New Roman font

- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant.** An application will not be considered complete until a valid DUNS number is provided by the applicant. Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424):

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is 16.526 (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet:

On one page, please provide the following information about your proposed project:

- Legal name of applicant.
- Name, address, phone number, fax number, and e-mail address of the project director or primary person to be contacted on matters involving the application.
- Which program the applicant proposes to provide Comprehensive Technical Assistance or which specific area of Targeted Technical Assistance will be provided.

- A brief, concise summary describing the proposed project, including addressing briefly the elements outlined under **Program Scope** on page 4.

Status of the Current Project:

Applicants for continuation funding only. This section will be used for internal review only. The application may receive a deduction in points based on the criteria listed below. This section should be provided on a separate page.

State what has been accomplished with previous funding under the Technical Assistance Program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Technical Assistance Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of it's existing award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored events as required by a special condition of the current award;

- Whether the grantee has received financial clearances on all current awards from the Department of Justice;
- Whether the grantee has complied with the Office of Management and Budget audit requirement.

Project Narrative: The narrative should include the following (totaling 65 points):

Need for the Project: 10 points

The application should discuss the particular population to be served by the project (law enforcement officers, prosecutors, or advocacy organizations) including the estimated number of individuals who would receive assistance or be trained. A statement about why existing training and/or educational programs, services, or materials do not meet the specific needs of grantees and others should also be included. The applicant should further specify how the intended audience would benefit from the proposed training and reference the applicant's ability to meet the education and training needs that the application addresses. The narrative also should address whether the proposed training enhances current domestic violence and/or sexual assault training programs.

What Will be Done: 45 points

All applicants should submit a statement describing how the proposed project would assist the intended audience. The narrative should identify all project partners and proposed project activities during the planning and implementation phases of the project. Applicants should also outline the specific tasks to be performed and the time line for their completion.

Who Will Implement the Project: 10 points

All applicants must identify the organizations responsible for carrying out the proposed project in a signed Memorandum of Understanding (MOU) submitted as an attachment to the application. (See page 21 of this application for a complete description of what is required in the MOU.) The individuals who will be involved in developing and implementing the project should be identified, and their respective roles and responsibilities should be specified. A description of the expertise or experience of key staff should be included in the program narrative and the specific roles and responsibilities they will play should be fully described in the MOU. Position descriptions and resumes may also be included as attachments to the application. Applications submitted on behalf of a consortium must designate a single organization to receive and administer grant funds and manage and coordinate all grant activities.

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear

link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval from the Director of the Office on Violence Against Women.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

A Sample Budget Detail Worksheet is included in Appendix [insert letter] of this solicitation. The budget and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU): 20 points

Each application must demonstrate collaboration through a Memorandum of Understanding (MOU) signed by the applicant and all project partners (nonprofit, nongovernmental victim services and advocacy organizations, including faith- and community-based organizations, and police or judicial, prosecutorial, or other criminal justice organizations). The MOU must:

- Provide a summary of the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each entity would assume to ensure the success of the proposed project;
- Identify who would be responsible for planning, developing, and implementing project activities and describe how they would work together to meet the proposed project goals;
- Include signatures from the executive director of each participating organization or agency, indicating approval of proposed project activities and proposed budget items;
- Describe the resources each partner would contribute to the project, either through time and in-kind contributions (e.g., office space or project staff); and
- The MOU must be signed by the chief executive of each of the participating agencies. Letters of support may not be submitted in lieu of the MOU.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is

currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to [Insert fax number] or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix [Insert letter] for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to [Insert number] and include the application number predominantly on the cover page and on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of its grant programs;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Technical Assistance Program and any other regulations applicable to OVW grantees; or
- The application submitted in accordance with the provisions of VAWA or any other applicable federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix [Insert letter], the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- The SF-424;
- Certifications and Assurances;
- The project abstract and project narrative; and

- The budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to (202) 307-3911, or electronically through GMS, and can include:

- Certification of nonsupplanting
- An MOU
- A current Indirect Cost Rate Agreement

Note: The Catalog of Federal Domestic Assistance number for the Technical Assistance Program is 16.526.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **applicants must send via overnight delivery a hard-copy original of the application, postmarked by December 14, 2004 to:**

**OVW Technical Assistance Program
Aspen Systems Corporation
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850**

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **December 14, 2004**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) may be faxed to (202) 307-3911 or submitted through GMS as attachments and must also be received by 5:30 p.m. EST on **December 14, 2004**. The hard copy original must be sent to OVW via overnight delivery not later than **December 14, 2004**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **November 30, 2004**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Step-by-Step Guide to OJP's Grants Management System

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is [Insert number], titled "[Insert program]."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to **<https://grants.ojp.usdoj.gov>**. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 5:30 p.m. ET on [Insert date]. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by [Insert date].

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Registering on GMS/Selecting the Program

After you have logged onto the system using your user ID and password, click on "Funding Opportunities." Select the "Office on Violence Against Women" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find "[Insert name of solicitation]" and click "Apply Online."

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the “GMS home” button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

Step 4: Completing the Applicant Information

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

Step 5: Completing the Project Information

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click “Save and Continue.”

Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following

formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to [Insert number]. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the Additional Information section.

APPENDIX B Standard Application Form (SF-424)

Instructions for Completion of the Application for Federal Assistance (SF 424) The Application for Federal Assistance is a standard form used by most federal agencies. This form contains 18 different items which are to be completed before submission. All applications should include a completed and signed SF 424.

Item	Instructions
1	Type of Submission: If this proposal is not for construction or building purposes, check the “Non-Construction” box in the application section.
2	Date Submitted: Indicate the date you sent the application to OJP. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
3	Date Received by State: Leave blank. This item is completed by the State single point of contact, if applicable.
4	Date Received by Federal Agency: Leave blank. This item will be completed by OJP.
5	Applicant Information: The “Legal Name” is the unit of government of the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. Designate one person as the contact and include their telephone number. It is not unusual for the name of the contact person to differ from the authorized representative in Item 18 below.
6	Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
7	Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium”.
8	Type of Application: Check either “new” or “continuation”. Check “new”, if this will be your first award for the purpose described in the application, even if the applicant has received prior awards for other purposes. Check “continuation”, if the project will continue activities of a project, including minor modifications, or implement the next phase of a project that was begun under a prior award.
9	Name of Federal Agency: Type in the name of the awarding agency, “[insert agency name]”
10	Catalog of Federal Domestic Assistance Number: This would be contained in the program announcement. The number for this program would be [insert number].

11	Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, ex. U.S. Department of Education; and (3) applicant's fiscal year, i.e. twelve month audit period, ex. 10/1/97 - 9/30/98.
12	Areas Affected by Project: Identify the geographic area(s) of the project. Indicate "Statewide" or "National", if applicable.
13	Proposed Project Dates: Fill in the proposed begin and end dates of the project. These dates may be adjusted by the Office of Justice Programs when the award is made.
14	Congressional Districts: Fill in the Congressional Districts in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
15	Estimated Funding: In line "a", enter the Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b-f," as appropriate.
16	State Executive Order 12372: Some states require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the state. If your State requires a copy of your application, indicate the date submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
17	Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit allowances, loans, and taxes.
18	Authorized Representative: Type in the name of the person legally authorized to enter into agreements on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as "original" to help distinguish the original from the photocopies.

APPENDIX C

Assurances & Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-free Vendors Requirements

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of

the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

□ It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

14. In the event a Federal or State court or Federal or State administrative agency makes a finding

of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System..

OJP FORM 4000/3 (Rev. 1-93) PREVIOUS EDITIONS ARE OBSOLETE.
ATTACHMENT TO SF-424



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510, -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about ---

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award	3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> Congressional District, <i>if known</i> :		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> :
6. Federal Department/Agency:	7. Federal Program Name/Description: CDFA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Entity <i>(if individual, last name, first name, MI)</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI)</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- b. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this

collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046); Washington, D.C. 20503.

APPENDIX D

Budget Detail Worksheet and Sample Budget

OMB Approval No. 1121-0188
Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position

Computation

Cost

TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
----------------------	--------------------	-------------

TOTAL _____

Total Personnel & Fringe Benefits _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
--------------------------	-----------------	-------------	--------------------	-------------

TOTAL _____

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
-------------	--------------------	-------------

TOTAL _____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
---------------------	--------------------	-------------

TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL _____

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
---------------------------	-------------------------	--------------------	-------------

Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
-------------	-----------------	--------------------	-------------

Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
-------------	-------------

Subtotal _____

TOTAL _____

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
--------------------	--------------------	-------------

TOTAL _____

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	_____
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

SAMPLE

[Applicant Letterhead]

[date]

Diane Stuart, Director
Office on Violence Against Women
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

[Applicant] certifies that any funds awarded through the Office on Violence Against Women Technical Assistance Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The **[name of applicant]** understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]